



SPED CONTRACTED SERVICES School Year 2011-2012

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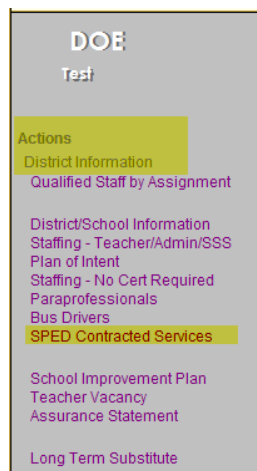
Purpose

The SPED Contracted Services screen is a data collection based on personnel that are a **Third Party Contract** and providing special education and/or related services. The information is divided between those serving students ages (3-5) and students ages (6-21).

NOTE: A change to the Staffing Screen allows Coops and Other districts to enter staffing information regarding their staff who go out to other districts through a 3rd Party Contract. The result of this change is the district which contracts for this staff person does not need to encode staff from Coops or other Districts.

STEP 1: Accessing the SPED Contracted Services Screen

- Open the PRF. Click on Actions, District Information and then Select SPED Contracted Services.



STEP 2: Updating the SPED Contracted Services Screen.

- The Contracted SPED screen must be accessed and the question – “Does your district have a 3rd Party Contract for Special Education Services from an agency other than a Coop?” must be answered.
- This screen is divided into two types of information:
 - Contracted Sped by Assignment Code
 - Contracted Sped by Classified Staffing Code

Contracted Sped

Does your district have a 3rd Party Contract for Special Education Services from an agency other than a COOP? ☒ Yes ☐ No

Contracted Sped by Assignment Code

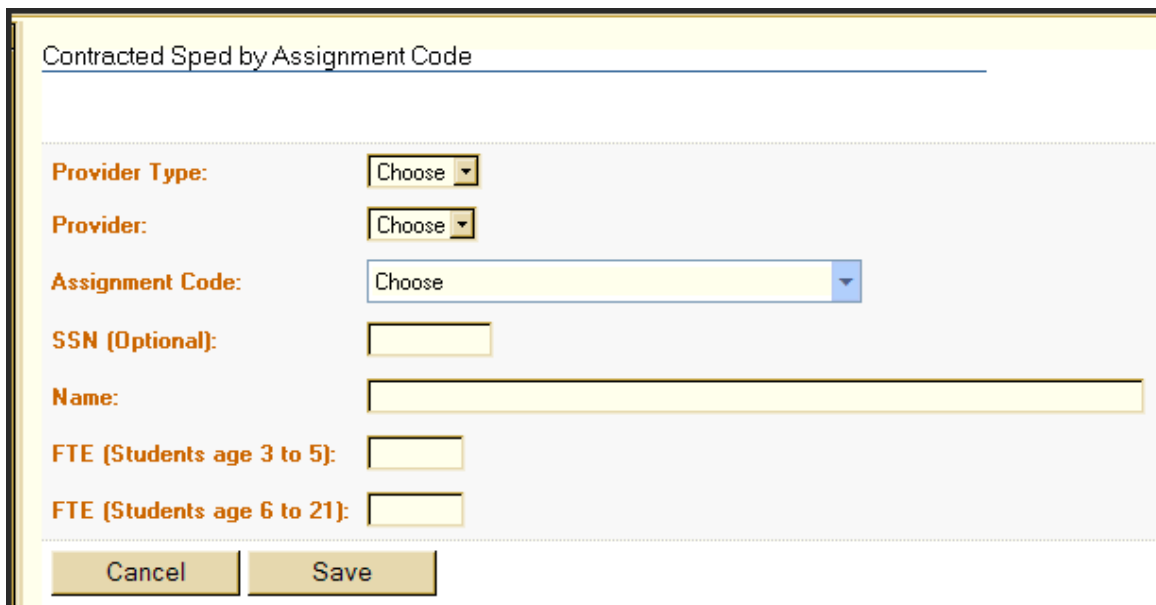
Assignment Code	Provider Type	Provider	Name	SSN	FTE 3 to 5	FTE 6 to 21
There are no records to edit or delete						
[0] Record (s)						
<div>AddEditDelete</div>						

Contracted SPED by Classified Staff

Other Personnel Code	Provider Type	Provider	FTE 3 to 5	FTE 6 to 21
There are no records to edit or delete				
[0] Record (s)				
<div>AddEditDelete</div>				

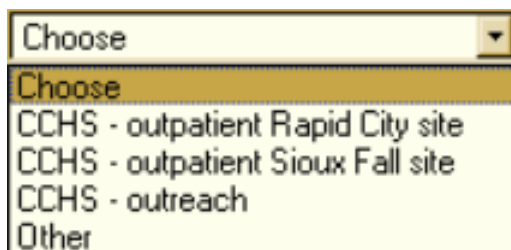
Adding Contracted SPED by Assignment Code

- If you have 3rd Party Contracts by Assignment Code (Staffing – Teachers / Administrators / School Service Specialists) then click the Add button for this section.



The screenshot shows a web form titled "Contracted Sped by Assignment Code". The form contains several input fields: "Provider Type:" with a dropdown menu showing "Choose"; "Provider:" with a dropdown menu showing "Choose"; "Assignment Code:" with a dropdown menu showing "Choose"; "SSN (Optional):" with a text input field; "Name:" with a text input field; "FTE (Students age 3 to 5):" with a text input field; and "FTE (Students age 6 to 21):" with a text input field. At the bottom of the form are two buttons: "Cancel" and "Save".

- **Select the Provider Type:**
 - The options include:
 - Hospital
 - Private
 - If **Hospital** is selected you will see the following options:



The screenshot shows a dropdown menu with the following options: "Choose", "Choose", "CCHS - outpatient Rapid City site", "CCHS - outpatient Sioux Fall site", "CCHS - outreach", and "Other".

- If you select **Other** you will need to complete the **Provider Name**.

Provider Type: Hospital

Provider: Other

Provider Name:

Assignment Code: Choose

SSN (Optional):

Name:

FTE (Students age 3 to 5):

FTE (Students age 6 to 21):

Cancel Save

- **Select the Assignment Code**
 - 08007 Adapted Physical Education
 - 21700 Birth-Preschool Special Education (ages 3-5)
 - 21801 K-8 Special Education
 - 40501 Psychological Examiner
 - 40402 Special Ed School Psychologist
 - 40002 Special Ed Social Worker
 - 20601 Special Education
 - 40104 Special Education Counselor
 - 40601 Special Education Director
 - 40202 Speech/Language Pathologist (3-5)
 - 40203 Speech/Language Pathologist (6-21)
- **Add the Social Security Number (Optional)**
- **Add the Name if not pre-populated**

Contracted Sped by Assignment Code

Provider Type: Private

Provider Name: Donna Don

Assignment Code: Speech/Language Pathologist ages 3-5

SSN (Optional):

Name: Donna Don

FTE (Students age 3 to 5): 1

FTE (Students age 6 to 21): 0

Cancel Save

NOTE: If multiple staff are contracted for one assignment they must be encoded separately.

- **By the Assignment, identify the % of FTE that works with Students (3 to 5) and (6 to 21).**

If the individual works 25% with students age 3 to 5 and 50% with students age 6 to 21 you would code it as .25 and .50 respectively. It can be difficult to determine the exact percentage. Make your best guess and if you have a better idea after the PRF reopens, this field can be updated.

If you had selected the Assignment code Speech/Language Pathologist (3-5) then you should enter the FTE only for Students age 3 to 5.

- **Click Save**
- **Continue adding all Assignments.**

Adding Contracted SPED by Classified Staff

NOTE: The process for adding Classified Staff works similar to adding Contracted SPED by Assignment. The differences include:

- **List of Classified Staffing Codes**
- **Name not required**

Contracted SPED by Classified Staff

Provider Type: Private

Provider Name: Forell Limousine Service, Inc. dba Forell Bus Service

Classification Code: SPED Bus Drivers (no CDL license)

FTE (Students age 3 to 5): 1.5

FTE (Students age 6 to 21): 0.5

Cancel Save

- **Select the Classified Staffing**

- 105 Other Support Staff in Special Education
- 73 Audiologist (Certified or Licensed)
- 91 Audiologist (Non certified or Licensed)
- 108 Braillist
- 76 Interpreter (Certified or Licensed)
- 100 Interpreter (Non Certified or Licensed)
- 79 Occupational Therapist (Certified or Licensed)
- 78 Occupational Therapist (non Certified or Licensed)
- 109 Orientation and Mobility Specialist
- 102 Other Occupational Technicians
- 80 Physical Therapist (Certified or Licensed)
- 90 Physical Therapist (Non Certified or Licensed)
- 103 Psychiatrist
- 87 Rehabilitation Counselor
- 106 Special Education Department Manager
- 86 Special Ed Recreation and Therapeutic Recreation Specialist
- 104 Special Education School Nurse
- 67 Special Education Specialized Food Service Worker
- 88 Special Education Work Study Coordinator (Job Coach)
- 107 SPED Bus Drivers (no CDL license)
- 110 SPED Academic Assessor
- 111 Speech Language Pathologist Assistant (3 to 5)
- 112 Speech Language Pathologist Assistant (6 to 21)

Reviewing, Editing and Deleting Contracted SPED

- After you have added all relevant information you will see it displayed on the main screen.
- If you need to **Edit** information, click the Edit button and update as needed.
- If you need to **Delete** a provider, click the Delete button.

Contracted Sped

Does your district have Contracted Sped? ☒ Yes ☐ No

Contracted Sped by Assignment Code

Assignment Code	Provider Type	Provider	Name	SSN	FTE 3 to 5	FTE 6 to 21
21700 - Birth-Preschool, Special Education (ages 3-5)	District	Aberdeen 06-1	Albert Einstein	666-66-7777	0.25	0.5

(1) Record (s)

Add Edit Delete

Contracted Sped by Other Personnel Code

Other Personnel Code	Provider Type	Provider	FTE 3 to 5	FTE 6 to 21
87 - Rehabilitation Counselor	Coop	East Dakota Educational Cooperative - 49203	0.5	0.5

(1) Record (s)

Add Edit Delete